

CANYON SPRINGS JOB OPPORTUNITY BULLETIN SUPERVISING HOUSEKEEPER II



SALARY RANGE PER MONTH:	\$2557 - \$3205
TENURE:	Permanent
TIME BASE:	Full-Time
PROGRAM/DEPARTMENT:	Administration
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES: Under the direction of the Procurement & Services Officer I, plans, organizes, and supervises the housekeeping work involved in the care, cleaning, and maintenance of building interiors and exteriors. Give instructions and training to janitorial services staff and performs and assists with janitorial tasks. Assigns work, supervises and provides instruction and training to housekeeping and janitorial employees; evaluates their performances and takes or recommends appropriate action; assists with the continuous responsibility for organization and direction to improve performance. Instructs and trains employees under supervision in the proper use of equipment and safe cleaning methods and procedures. Maintains housekeeping practices and standards, providing training on Housekeeping policies and procedures; assists in the on-going improvement of the Housekeeping Safety Program including safety training, inspections, meeting, accident investigation and prevention. Regularly conducts inspections of public and client living area; maintains records and inventories supplies, prepares request for replacement. Reviews complaints and concerns, and makes or recommends necessary adjustments. Responsible for approving all vacation, personal holiday, and sick time to ensure that adequate coverage is provided. Other assigned tasks and specialized duties as needed or required. Attends monthly Housekeeping meetings. This position will require working day and night shifts, weekends and holidays, and overtime when needed

TYPICAL PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility, endurance and sensory ability to perform the duties specified in this duty statement. May be required to travel to the off-site warehouse to pick up or deliver supplies, equipment, etc. Frequently required to move/rearrange furniture and/or other items weighing up to fifty (50) pounds. Requires standing, walking, bending and/or stooping to inspect the facility and monitor employees' performance. Ability to train/demonstrate to employees how to operate various equipment, including but not limited to, air compressors, floor buffers, floor waxers, vacuum cleaners, wet/dry vacuum cleaners, power washers, ladders, stepladders, squeegees, and other equipment as needed. Ability to train/demonstrate to employees procedures for cleaning/sanitizing/disinfecting at the facility, and to complete cleaning assignments left undone by Custodians and/or Supervising Housekeeper Is. Ability to operate various office equipment (computer, copier, calculator, etc.).

WHO MAY APPLY: People with list, transfer, or reinstatement eligibility for the class. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to Department Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Reemployment List procedures; pre-employment physical, and fingerprint clearance. Application can be obtained from Canyon Springs or from the Internet website, www.spb.ca.gov. **Faxed applications or resumes will not be accepted.**

SEND COMPLETED STATE APPLICATION (STD. 678) TO:

CANYON SPRINGS
HUMAN RESOURCES – EXAM UNIT
69-696 RAMON ROAD
CATHEDRAL CITY, CA 92234
PHONE: (760) 770-6260

"The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation."